

Small Business IT Consultant/Systems Engineer



IT4Causes is growing, so we are looking for our next technical associate!

As a small nonprofit dedicated to helping other nonprofits with their information technology needs, we offer a working environment where you can be both technically challenged and emotionally rewarded every single day. Because we deal with many different clients with a wide variety of systems in place, we are looking for someone who can check off as many of these skills as possible. While we will pay a competitive wage, the person we're seeking also cares deeply about social impact and ensuring our nonprofit clients have the technology they need to fulfill their missions. Since we use a mix of paid and low-cost/no-cost resources to achieve blended rates that are far below typical market costs, the successful candidate must be able to work with volunteers and interns to complete tasks on multiple projects for multiple clients in parallel. We offer a competitive salary and bonus, flexible work, medical and dental insurance, 403b retirement account match (coming soon), and the chance to be a leader on a dynamic team that's making the world a better place, one nonprofit IT project at a time.

Required skills:

- **IT Consulting and Leadership**, including IT assessment, proposal development, business process analysis, technical strategy and architecture development, and product evaluation and selection
- **Microsoft Office 365 administration**, including user admin, licensing, and admin and security of Exchange Online, MS Teams, SharePoint/OneDrive, AAD, and endpoints (Intune MDM)
- **Small business systems**, including QuickBooks Online/Desktop system administration, Print and eFax management systems, VOIP and Cloud PBX systems
- **Excellent client-facing skills, great problem-solving, self-motivated, team player**

Desired skills:

- **Networking design and administration**, including firewalls, access points, and network security
- **Security and endpoint management** including general security practices, security assessments and remediation planning, and cloud tenant security practices (M365, GSuite)
- **Windows Server management**, including virtualization in VMware & Hyper-V, Windows Server 2012R2 and greater, Active Directory administration, and hybrid environment management
- **Nonprofit management systems**, including Donor management/CRM systems, grant management systems, membership management systems, and case management systems
- **Remote work technologies** including Virtual meeting/webinar/conference platform administration, and remote desktop/support systems
- **Project and client management**, especially for nonprofit clients
- **Web Content Management systems and digital media creation & editing systems**

Desired Experience:

- 3+ years' experience in IT consulting and system administration in a cloud environment
- Experience leading volunteers as a nonprofit employee, board member, or volunteer

Salary: TBD based on experience

Location: Preference will be given to candidates in greater Richmond, VA, but other US locations will be considered. Employees are expected to **work virtually most of the time**, and thus need a suitable home working environment.

To apply, please send resume and cover letter to jobs@it4causes.org.